

CLASS TITLE: SENIOR CEMETERY SPECIALIST

Class Code: 02297400

Pay Grade: 18A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist and supervise the work of a staff engaged in operation and maintenance of the State of Rhode Island Veterans Cemetery; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Cemeteries Director from whom are received general and specific direction and instruction with latitude for the exercise of independent judgement; work is reviewed for compliance with rules, directions and instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, and supervises the work of cemetery personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist, supervise and be responsible for the work of cemetery personnel engaged in: committal services and burials; installation and care of headstones; care of graves; grounds management; routine maintenance and general upkeep of equipment and buildings; general cemetery improvements; supervision of volunteers, summer cemetery aides and others; and the care of monuments and gardens.

To assist with cemetery ceremonies.

To plan and develop a nursery.

To assist with the management of open spaces, ponds and wooded areas.

To assist with the Memorial Day flagging program and distribution of flags and flag holders; and the R.I. Historical Cemeteries Program including recording sign and vandalism problems.

To evaluate current operational procedures and to make recommendations for their improvements.

To operate lawnmowers, backhoes, hydraulic cranes and similar motor equipment.

To requisition supplies and equipment and the preparation of reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and practices applied to the operation, maintenance and development of cemetery grounds and facilities; the ability to supervise and review the work of a staff engaged in performing duties related to such functions; the ability to evaluate the current facility and to make recommendations for improvements or expansion; a working knowledge of the methods and techniques of groundskeeping including fertilizing, top dressing, and grass seeding; a thorough knowledge of the state laws pertaining to the operation of motor vehicles; skill in operation and routine maintenance of motorized equipment particularly backhoes, hydraulic cranes and similar types of heavy equipment; the ability to operate and make minor repairs to various equipment and hand tools used in grounds maintenance; a general knowledge of such quality that reflects the attitude of caring when meeting the public at the committal services and within the cemetery; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from high school; and

Experience: Such as may have been gained through: employment in a responsible position in the maintenance and daily operations of a cemetery or public park, including supervision of the work of others engaged in such work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Must be an honorably discharged veteran of the United States Armed Services. Must possess a valid Class II Operator's License issued by the RI Department of Transportation; a Hoisting Engineer's License issued by the Rhode Island Department of Labor; and a Rhode Island Commercial Pesticide Applicator's Certificate, issued by the Rhode Island Department of Environmental Management and must maintain such licensure and certification as a condition of employment.

Class Revised: October 18, 1991

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